

WB
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14 June 1962

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report No. 23
 7 June - 13 June 1962
 Assessment and Evaluation Staff

I. SIGNIFICANT ITEMS

None

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II. OTHER ITEMS

25X1A9a

1. Through contact with [REDACTED] it has been determined that the support for TFW will require two assessment psychologists for the next three weeks. These two will arrive on Saturday and have some time with [REDACTED] before the latter return. [REDACTED] will [REDACTED] 25X1A9a in the office Wednesday morning of next week. Present plans are for [REDACTED] to be the replacements. Mike has been able to work out with [REDACTED] a postponement of support he would otherwise be giving them during the next two weeks.

25X1A

2. A detailed presentation of the proposed data processing system for the Registrar Staff was given on June 12 by [REDACTED] and John [REDACTED] Al [REDACTED]

(of the ADP Staff) and [REDACTED]. This material was well received and generally approved. The office of the Registrar will begin preparation of input materials immediately, and the first production from the new system will be the December 1962 reports.

25X1A9a

3. At the request of C/JOTP an analysis of tested intellectual abilities and of biographical characteristics has been completed for the group of 253 JOT applicants on whom personnel actions had been cut as of 1 June 1962. This task has been completed in less than two weeks by virtue of [REDACTED] and the rest of RTB giving priority attention to it. 25X1A

4. [REDACTED] met with Mr. [REDACTED] Head of the Training Department, and Mr. [REDACTED]

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SUBJECT: Weekly Report No. 23

- 25X1A Maryland, to learn about their growing capabilities in programmed instruction. [REDACTED] has a much wider training capability than simply the preparation of programmed materials. They have taught, primarily for the Navy, and are prepared to teach, a large number of courses, mainly in the field of electronic weapons systems, but including such areas as supervision and management. Some idea of their size can be gained by realizing that [REDACTED] has more than 50 instructors on his staff and a four-story building of classrooms. They are prepared to teach either at their own facilities or in the Agency. A copy of descriptive materials was sent to the Training Officer in OSI.
- 25X1A9a 5. [REDACTED] briefed Mr. John Tevis of the Federal Aviation Agency on programmed instruction. Mr. Tevis is assigned to keep an eye on programming for FAA but has been on the job only a few months.
- 25X1A9a 6. [REDACTED] Training Officers for the Office of Communications, to talk about possible applications of programmed instruction to OC. Both men feel that the new technique is promising but point out that, because of the heavy instructional load, the next six months would be a poor time to introduce anything experimental into their teaching program.
- 25X1A9a [REDACTED] plans to request selected individuals to review already-published materials of interest to OC. They will contact [REDACTED] near the end of CY 62 for further discussion of programming possibilities in OC.
- 25X1A9a 7. To meet a request from [REDACTED] has completed arrangements for Flexowriter training of 15 FE clerical employees. This will be conducted on our premises next week by an instructor from the Friden Corporation, manufacturers of the equipment. Since it is anticipated that there may be a continuing requirement for such training, both from FE and eventually from other parts of the Agency, it seems most feasible that the responsibility be assumed by the Clerical Training Faculty; and [REDACTED] is discussing this matter with Jane [REDACTED].
- 25X1A9a 8. On 12 June [REDACTED] made a presentation to the OC class on "A&E Support of Operations." The students were responsive and asked many questions.
- 25X1A9a 9. Exit interviews have been held this week with JOT resignees, [REDACTED]. The individual interview reports are attached.

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SUBJECT: Weekly Report No. 23

III. PERSONNEL

25X1A9a 10. [REDACTED] is attending the IOC from 11-29 June.

25X1A9a 11. Tomorrow, 15 June, [REDACTED] plans to visit [REDACTED], 6a primarily for the purpose of going to the hospital to see [REDACTED].

25X1A9a 12. [REDACTED], an applicant for an assessment psychologist position, was in for the PEM and interviews on 10, 11, and 12 June. He appears to be a promising prospect but is still a considerable distance from completing his graduate work.

[REDACTED]

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Attachments

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